

Request One Time Payment: Reward and Recognition Quick Reference Guide

03.31.15

Review the R&R policy at: http://wdrs.fnal.gov/section/guidelines_reward.pdf.

Type the employee's name in the Search Box.

Click Related Actions > Compensation > Request One-Time Payment.

REQUIRED FIELD	DEFINITION	COMMENT
Effective Date	Enter today's date. This date begins the request for the R&R payment.	
Employee	Defaults to the name entered in the Search box	
One-Time Payment Plan	All Plans > Rewards and Recognition	
Employee Visibility Date	This is the date this payment displays in the employee's FermiWorks account. Check the R&R payroll date table from Payroll to determine the date the check will be processed. Enter a date at least one month after the R&R check is processed.	R&R Processing Dates – Checks are printed the third Friday of the month. They are processed the Wednesday before that. If the process is not approved in FermiWorks that Wednesday morning, the check will be processed the next month.
Reason	One-Time Payment > Reward and Recognition (R&R)	
Current Organizational Assignments	The Cost Center displays under the Current Organizational Assignments heading. This is the employee's current supervisory organization project/task code that will be charged for this amount. If the project/task code is incorrect, enter the correct project/task code in the Worktags field in the Payment Details section.	
One-Time Payment Plan	Rewards and Recognition auto populates	
Amount	The amount the employee should receive	This is a required field. The manager can change the amount.
Currency	This must always be USD	
Worktags	Copy the Cost Center (project/task code) listed under the Current Organizational Assignments heading to charge this payment. If this is not the correct Cost Center (project/task code), click Prompt and enter the first two numbers of the appropriate Cost Center (project/task code). The list is too long to search without entering search criteria. Select the appropriate Cost Center to charge this amount.	
Send to Payroll	Verify this check box is checked.	

Request One Time Payment: Reward and Recognition Quick Reference Guide

03.31.15

REQUIRED FIELD	DEFINITION	COMMENT
Additional Information	Enter the criteria from the R&R form to detail the justification for the R&R award in the Additional Information field. Include the criteria number(s) and specify the employee's actions to justify the award. Enter the appropriate project/task code if different than the project/task code listed under Current Organizational Assignments. Include name and extension of the D/S/C Reward and Recognition Fund Administrator who will pick up the check from Payroll.	This is a required field.

Review the details and make any changes as appropriate.